

MARYLAND STATE HIGHWAY ADMINISTRATION
OFFICE OF PROCUREMENT AND CONTRACT MANAGEMENT
CONSULTANT SERVICES DIVISION
707 NORTH CALVERT STREET
BALTIMORE, MARYLAND 21202

September 26, 2023

Contract No.: 2023-12
Description: Traffic Engineering
Services, District 3

REQUEST FOR EXPRESSION OF INTEREST ADDENDUM NO. 2

To All Prospective Offerors:

Please be advised that the Expression of Interest are due by **12:00 PM (NOON) on October 6, 2023**, and must be submitted through the eMaryland Marketplace Advantage (eMMA) as outlined in the advertisement. Expression of Interest received after the deadline will not be accepted no matter how they have been transmitted.

RED LINE REVISIONS (RLR)

Please note the following Red Line Revisions for the **Expression of Interest**:

RLO1:

Key Staff 3: ~~Highway Engineer~~: A Professional Engineer (PE) registered in the State of Maryland; minimum of three (3) years of experience performing traffic engineering studies and analysis; expertise in Microstation (CADD), Traffic Simulation Software (Synchro, Simtraffic, VisSIM) and conducting traffic engineering studies; a Bachelor of Science (or higher) in Civil Engineering; employed by the Prime/JV or any of the Subconsultants.

RLR1:

Key Staff 3: **Transportation Engineer**: A Professional Engineer (PE) registered in the State of Maryland; minimum of three (3) years of experience performing traffic engineering studies and analysis; expertise in Microstation (CADD), Traffic Simulation Software (Synchro, Simtraffic, VisSIM) and conducting traffic engineering studies; a Bachelor of Science (or higher) in Civil Engineering; employed by the Prime/JV or any of the Subconsultants.

RLO2:

Key Staff 1: Supervisor; A Professional Engineer (PE) registered in the State of Maryland; ~~Certified Professional Traffic Operations Engineer~~

~~(P.T.O.E) preferred~~; with a minimum of 10 years of experience performing traffic engineering studies and analysis; expertise in traffic engineering principles, traffic operations and a Bachelor of Science (or higher) in Civil Engineering employed by the Prime/JV, who will serve as the Project Manager and the Primary Liaison;

RLR2:

Key Staff 1: Supervisor; A Professional Engineer (PE) registered in the State of Maryland; with a minimum of 10 years of experience performing traffic engineering studies and analysis; expertise in traffic engineering principles, traffic operations and a Bachelor of Science (or higher) in Civil Engineering employed by the Prime/JV, who will serve as the Project Manager and the Primary Liaison;

RLO3:

Key Staff 2: Traffic Engineer; A Professional Engineer (PE) registered in the State of Maryland; ~~Certified Professional Traffic Operations Engineer (P.T.O.E) preferred~~; with a minimum of 10 years of experience performing Traffic Engineering studies and analysis; expertise in traffic operations and a Bachelors of Science in Civil engineering (or higher); employed by the Prime/JV or ; who will serve as Secondary Liaison.

RLR3:

Key Staff 2: Traffic Engineer; A Professional Engineer (PE) registered in the State of Maryland; with a minimum of 10 years of experience performing Traffic Engineering studies and analysis; expertise in traffic operations and a Bachelors of Science in Civil engineering (or higher); employed by the Prime/JV **or any of the Subconsultants**; who will serve as Secondary Liaison.

RLO4:

D. Financial Responsibility and Insurance

1. The consultant shall include a letter addressed to SHA setting forth evidence that the consultant has the financial capacity to provide the services ~~and has measures of protection for the State against errors and omissions.~~

RLR4:

D. Financial Responsibility and Insurance

1. The consultant shall include a letter addressed to SHA setting forth evidence that the

consultant has the financial capacity to provide the services.

RLO5:

A. One (1) Letter of Interest – Limited to one (1) page which must contain the address of the firm's closest location to ~~7450 Traffic Drive, Hanover, Maryland 21076~~; information supporting the assertion that the Consultant has the financial capacity to provide the services requested; has measures in place to protect the State against errors and omissions; and provide the names, contact numbers and email addresses of the Primary Liaison, Disadvantaged Business Enterprise (DBE) Consultant Liaison Officer for Minority Affairs, and your firm's contact person for this procurement process. The Primary Liaison, DBE Liaison Officer, and the firm's procurement contact may be the same or different individuals.

RLR5:

A. One (1) Letter of Interest – Limited to one (1) page which must contain the address of the firm's closest location to **9300 Kenilworth Ave, Greenbelt, MD 20770**; information supporting the assertion that the Consultant has the financial capacity to provide the services requested; has measures in place to protect the State against errors and omissions; and provide the names, contact numbers and email addresses of the Primary Liaison, Disadvantaged Business Enterprise (DBE) Consultant Liaison Officer for Minority Affairs, and your firm's contact person for this procurement process. The Primary Liaison, DBE Liaison Officer, and the firm's procurement contact may be the same or different individuals.

CONSULTANT QUESTIONS

The following questions are written Expression of Interest Questions received prior to the deadline of 12:00 PM (NOON) on September 8, 2023, from consultant candidates. The responses are provided for clarification to all candidate in bold after the questions:

Q1: Key Staff #3 is titled Highway Engineer; however, all requirements are traffic engineering related. Is SHA seeking a second traffic engineer opposed to a highway engineer?

A1: See RLR1 above.

Q2: Would SHA consider increasing the age requirement of example projects given the recent impact from COVID-19 in the last 5 years?

A2: The example projects requirement will remain at the last five years.

Q3: Page 4 of the EOI under Traffic Design of Some examples of work section lists Hydrologic

and Hydraulic computations, would you please elaborate what type Hydrologic and Hydraulic work is anticipated under this contract?

A3: This resource would be an off-site resource to determine the appropriate placement of crosswalk ramps, proposed median refuge areas and/or bump outs, etc.

Q4: The Key Staff Descriptions for all four key staff note that “a Bachelor of Science (or higher) in Civil Engineering” is a requirement. Can a Bachelor or higher degree with an engineering specialty other than “Civil Engineering” be used as well, provided all other requirements are met?

A4: Yes, provided the degree is from an accredited college or University with a Masters in Transportation Engineering, Traffic Engineering, or Transportation Planning.

Q5: During the pre-proposal meeting on September 1, Valerie mentioned MDOT D/MBE Forms A and B must be submitted with the bid. We typically do not submit D/MBE Forms A and B at the EOI stage; we submit them at the technical stage. Please confirm we do not need to submit MDOT D/MBE Forms A and B with our EOI.

A5: SHA does not require MDOT D/MBE Forms A and B at the Expression of Interest of stage of the process.

Q6: The RFP states Key Staff No. 3 as a Highway Engineer. Given the scope, should this be a Traffic Engineer?

A6: See RLR1 above.

Q7: Can the role of key staff 2 be filled by a subconsultant? As it's currently written on page 7, key staff 2 should be a person "employed by the Prime/JV" however key staff 3 and 4 can be someone "employed by the Prime/JV or any of the Subconsultants."

A7: See RLR3 above.

Q8: Does Key Staff 4, the Designer, need to have experience conducting Traffic Engineering studies and analysis?

A8: No, Key Staff 4 does not need to have experience conducting Traffic Engineering studies and analysis.

Q9: Do you anticipate the need for geotechnical, electrical, or signal contractor subconsultants to cover the anticipated scope of work?

A9: No, we do not anticipate the need for geotechnical, electrical, or signal contractor subconsultants to cover the anticipated scope of work.

Q10: The Advertisement on page 5 states the letter of interest "must contain the address of the firm's closest location to 7450 Traffic Drive, Hanover, Maryland 21076." Should offerors

instead provide the address of the firm's closest location to the District 3 Office (9300 Kenilworth Ave, Greenbelt, MD 20770)?

A10: See RLR5 above.

Q11: Good Afternoon. Do we need to submit an Investments in Iran certification with the EOI?

A11: Certification regarding Investments in Iran is not required at the EOI submission.

Q12: Closest Location - Cover Letter Section IV, Letter A is asking for the firm's closest location to "7450 Traffic Drive, Hanover, MD 21076". Please confirm if this address should be District 3's office at "9300 Kenilworth Avenue, Greenbelt, MD 20770

A12: See A10 above.

Q13: Iran Certificate
Please confirm if an Iran Certificate is required at the EOI stage. Section III states it is not required, however Section IV, Letter E is asking for one.

A13: See A11 above.

Q14: Key Staff 3 Title
Will SHA consider changing the title of Key Staff 3 from "Highway Engineer" to "Traffic Engineer"? The experience required is traffic engineering studies and analysis, etc.

A14: See RLR1 above.

Q15: BCS 2023-12 Traffic Engineering Services, District 3
During the Q&A portion of the September 1, 2023 Pre-Solicitation meeting, the District indicated that significant changes to Key Staff Titles and requirements would be considered. If these changes are implemented, we respectfully request that the EOI due date be extended to allow us to revise teaming partners and subconsultants.

A15: The EOI due date has been extended to October 6, 2023.

Q16: As use of subcontractors may vary based on the actual tasks awarded under the contract, should the percentages of total work for each sub presented in our proposal be a minimum or a range?

A16: The percentage of total work for each subconsultant should be a minimum.

Q17: Can you please clarify the font/spacing requirements – does the font on the SF 330 forms needs to be 11-point Times New Roman? Do they SF 330 forms need to have one-inch margins on all sides?

A17: The font on the SF 330 is required to be no smaller than 10-point or larger. SF 330 Forms are to be completed without any changes to the electronic format.

Q18: Can you clarify the on-site requirements for key staff?

A18: Key Staff #3 is intended to be an on-site consultant.

Q19: Do subconsultants need to provide a certificate of insurance and letter with evidence of their financial capacity or only the prime consultant.

A19: No, subconsultants do not have to provide certificate of insurance and letter of financial capacity. The prime consultant or the joint venture will have to provide certificate of insurance and letter of financial capacity.

Q20: Section IV (C) - Key staff
Section IV (C) - Key staff 1 and 2 indicates P.T.O.E. is 'Preferred' - will the consultant be penalized (less points) for staff with no P.T.O.E. but with a P.E. and meeting all other requirements as noted. Appreciate your response - Thank You.

A20. See RLR2 & RLR3 above.

Q21. For the SF 330, Section E resume experience, can we have an additional page for each key staff member due to the level of detail required during evaluation?

A21. Each Key Staff proposed are not to exceed one (1) page per key staff and four (4) pages total.

Q22. For the SF 330, Section F project experience, can the projects showcase various tasks within an on-call contract?

A22. Yes, Section F project experience, can the projects showcase various tasks within an on-call contract.

Q23. For the SF 330, Section F project experience, will MDOT SHA consider increasing the years of experience to greater than 3 years? With the pandemic halting normal AEC contracts, project experience during this timeframe is skewed as to how many tasks were assigned and completed.

A23. The Example Projects set forth shall be recent experience performed within the past five (5) years.

Q24. For the SF 330, Section F project experience, would it be acceptable to combine contracts; example - If each firm has a contract with a different letter, not as a team, can we combine to show both firms work?

A24. Yes, the intent is to present a project that demonstrates the team's capability to perform work similar to that required for this contract.

Q25. Does the JV Partner name/business entity need to be established with a Tax Identification Number (TIN) before submission?

A25. A joint venture is not required to have an established Federal Employer Identification Number (FEIN) prior to the submission of their Expression of Interest.

**THE SIGNED ADDENDUM MUST BE INCLUDED IN THE REQUEST FOR
EXPRESSION OF INTEREST IN FRONT OF THE TRANSMITTAL LETTER**

Jada Wright

September 26, 2023

Jada J. Wright, Director
Office of Procurement and Contract Management

Date

Acknowledgement of Receipt

Firm Name

Signature-Authorized Official

Title

Date